



# HHL

LEIPZIG  
GRADUATE SCHOOL  
OF MANAGEMENT

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## Signing in sick for an exam

### Signing in sick is a two step process

- You need to go to two doctors - regular doctor and to Amtsarzt
  - Amtsarzt is located at the end of Gustav-Mahler Straße:
    - Stadt Leipzig
    - Gesundheitsamt
    - Gustav-Mahler-Straße 1-3
    - 04109 Leipzig
  - Signing in sick costs about € 30
  - Bring your insurance paper and the insurance number that you will get from the “German insurance place”
  - You need to bring both papers to Ms. Schmager’s office (Rm 014) before the end of the day and inform me via e-mail
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